

**ALAMO NAVAJO SCHOOL BOARD, INC.
POSITION DESCRIPTION**

TITLE: **6** **EMPLOYMENT TERM:** **8**
DIVISION: **Education** **DEPARTMENT:** **6**
EXEMPT/NON-EXEMPT: **Exempt** **FUNDING SOURCE:** **B**

QUALIFICATIONS:

MINIMUM REQUIREMENTS FOR HIRING IN THIS POSITION

- BA/BS in Elementary/Secondary Education with 24 credit hours in the subject specialization are applicable to this position.
- Teacher Licensure and Endorsement as appropriate for New Mexico, or eligible for New Mexico Provisional Licensure.

INDIAN PREFERENCE: **6**

ADDITIONAL PREFERENCE:

- Fluent Navajo and English speakers with the ability to translate at a layman's level.
- Working knowledge of the language, traditions, relationships and customs of the community.
- Working knowledge of the physical, economic and social problems of the community.
- Working knowledge of appropriate professional inter-personal interactions with colleagues, supervisors, other school staff, students, parents and community members.

Credentials, Licenses and/or Certificates:

Current New Mexico Teacher License and Endorsements for appropriate teaching area.

SUPERVISED BY: **6**

SUPERVISES: **6**

PAY RANGE: The incumbent is paid biweekly, following the completion of each official pay period, on the current ANSB Teacher payroll schedule based on cumulative college course credits.

WORKING HOURS: **6**

LUNCH HOUR: **6**

POSITION GOAL:

6

DUTIES & RESPONSIBILITIES:

1. Supports and efficiently carries out responsibilities in accordance with Alamo Navajo Schools Board, Inc. Policies and Procedures.
2. Supports and carries out responsibilities in accordance with New Mexico State Educational Competencies.

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3. Represents Alamo Navajo School Board Inc. in a manner reflecting professionalism and which enhances community understanding of the program.
4. Protects the confidentiality of student & personnel information.
5. Maintains a high personal standard of professional and ethical conduct. Accepts professional responsibility for keeping informed on current educational topics and advancements.
6. Provides learning experiences in content areas and in such other curricular areas as defined in the school curriculum guide for particular area and educational level to which assigned.
7. Selects appropriate instructional and supplementary instructional materials, displays and resources for use students.
8. Uses a variety of instructional approaches, materials and techniques to assure that students have the opportunity to learn to their fullest potential.
9. Implements an on-going analysis and appraisal of student progress while maintaining accurate files and records.
10. Administers standardized test instruments as scheduled and assigned.
11. Refers students for diagnostic testing
12. Relates to students in a professional manner appropriate to the age and grade level of the students to which assigned.
13. Relates and interacts with colleagues, supervisors, other school staff, students, parents and community members in professional manner.
14. Assures that classroom materials, equipment, and records are kept secure and free from unwarranted wear and tear or vandalism.
15. Prepares reports, written plans and documents as directed.
16. Provides for own professional growth through ongoing program of reading, and as scheduled by the supervisor, accepts and actively participates in training related to the job. Makes use of knowledge and skills learned on the job.
17. Performs other duties as may be assigned by the supervisor.

SPECIAL CONDITIONS:

1. This position is subject by law to finger printing and a criminal/character background investigation.
2. Must provide documentation of immunity or immunization against tetanus, diphtheria, and measles/rubella, and of tuberculosis status by skin test or X-ray, within thirty (30) days of hiring, and at such additional intervals as may be determined by the immediate supervisor or the ANSB Executive Director.

EVALUATION: ▼

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BOARD APPROVED: 0

CERTIFICATION

"I have carefully reviewed the above description of the qualifications, duties and responsibilities of this position and certify acceptance of this description as complete and accurate.

Employee

Date

Immediate Supervisor

Date